

**COMMUNITY PRESERVATION INSPECTOR**

**DEFINITION**

Enforce community preservation, zoning, sign, weed and debris abatement and other ordinances, permit conditions of approval and policies related to the elimination of land use and property maintenance violations on private property.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Senior Community Preservation inspector.

**ESSENTIAL DUTIES**

Duties may include but are not limited to the following:

1. Works with business owners, homeowners and community groups to enhance and preserve the quality of neighborhoods through educational and code enforcement efforts.
2. Proactively initiate investigations related to land use and property maintenance violations.
3. Responds to and follows up on complaints from the public and City staff.
4. Conducts field surveys and inspections of private property to ascertain whether the property is in violation of property maintenance or land use regulations, and brings property into compliance where required, including initiating abatement procedures.
5. Maintains manual and electronic records of findings and enforcement actions in an orderly and timely manner.
6. Assist violators and complainants in resolving code violations or neighborhood problems.
7. Prepares case information for and presents evidence at appeal and court hearings.
8. Works with other City and outside agency personnel in identifying and abating nuisances and code violations.
9. Perform related work as necessary.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of :**

- A. Principles, practices and techniques of code violation investigation and enforcement.
- B. Applicable City and State regulations and policies related to code enforcement.
- C. Effective public contact techniques in person, on the telephone and through written communication.
- D. Negotiation and conflict resolution techniques.
- E. Research, record keeping and report writing techniques.

### **Ability to:**

- F. Interpret, apply and clearly explain codes, policies and regulations to the general public.
- G. Communicate clearly and concisely orally and in writing
- H. Work independently, correctly prioritize cases and exercise sound judgement.
- I. Maintain manual and electronic records accurately and in a timely manner.
- J. Deal effectively and tactfully with property owners and managers, tenants, contractors, City staff and the general public.
- K. Operate word processing, E-mail and photographic equipment.
- L. Work on Saturday.

## **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and education that would likely provide the required knowledge, skills and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Two years of full-time experience working with the public in an educational, training, public relations or customer service capacity involving substantial face-to-face contact. Previous code or law enforcement experience is highly desirable.  
Community Preservation Inspector

Education:

Equivalent to completion of the twelfth grade. A Bachelor's Degree from an accredited university may be substituted for up to one year of the required experience.

Licenses and Certificates:

Possession of a Class C California Driver License. Possession of, or the ability to obtain, certification by CACEO or similar organization as a certified code enforcement officer is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the following abilities: ability to work at inspection sites; perform various physical activities on a continuous basis including sitting, standing and walking.

PROBATIONARY PERIOD: One Year

617CS99

October 1989

Revised July 1989

AAP GROUP: 5

FPPC STATUS: Designated

FLSA STATUS: Non Exempt